

**Guide &
Checklist**

Workplace Accessibility



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Introduction

“

There were

10.2

MILLION people

of working age (16 to 64) who reported that they were disabled in October to December 2023...



Which is

24%

of the working-age population...

This is an INCREASE of

459,000

from the year before.

”

Introduction

Creating an accessible and inclusive workplace is not just a legal requirement under the Equality Act 2010. It's essential for creating a culture where everyone, regardless of disability or access needs, can thrive.

A truly inclusive organisation doesn't just accommodate disabled employees - it actively removes barriers, ensuring that all individuals have equitable access to opportunities, resources, and workplace experiences.

Workplace accessibility goes beyond physical adjustments like ramps and lifts. It encompasses digital accessibility, flexible working arrangements, inclusive policies, and a culture that prioritises individual needs and proactive inclusion. Embedding accessibility at every stage of the employee lifecycle, including recruitment, onboarding, daily operations, career progression, and workplace culture, enables organisations to unlock the full potential of a diverse workforce.



The Impact of Accessibility

Accessibility is about creating a work environment where everyone feels valued and empowered to contribute. Research consistently shows that inclusive organisations experience:

- **Higher Employee Retention:** Employees who feel supported are more likely to stay, reducing turnover costs.
- **Greater Innovation and Productivity:** Diverse teams bring fresh perspectives, improving problem-solving and decision-making.
- **Stronger Organisational Reputation:** Companies known for inclusivity attract top talent and enhance their brand reputation.
- **Increased Employee Wellbeing:** A workplace that accommodates individual needs helps to encourage a healthier, happier workforce.

Who is this Guide for?

This guide is designed for **HR professionals, people managers, and business leaders** who want to create a workplace that is accessible, equitable, and fully inclusive. Whether you are building a strategy from scratch or refining existing policies, this resource will help you:



- Understand legal responsibilities and best practices for workplace accessibility.
- Identify and implement proactive inclusion strategies to support disabled and neurodivergent employees.
- Develop a clear approach to reasonable adjustments that balances individual needs with business operations.
- Use a structured accessibility checklist to ensure both physical and digital spaces are accessible.

How to Use This Guide...

This guide brings together **practical insights, legal considerations,** and **actionable checklists** to help organisations **embed accessibility into workplace culture.**

Each section explores a different aspect of accessibility, from inclusive recruitment to making reasonable adjustments, ensuring that organisations move beyond basic compliance toward meaningful inclusion.



Key Terminology

Before delving into the specifics of disability inclusion, it's crucial to establish a common understanding of key terminology. Some terms you should be familiar with include:

Disability: A physical or mental impairment that has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities (Equality Act 2010). Disabilities can be visible or invisible and may include conditions related to mobility, sensory impairments, neurodivergence, and mental health.

Neurodiversity: The concept that neurological differences, such as Autism, ADHD, Dyslexia, Dyspraxia, Tourette's, and others, are natural variations of the human brain rather than deficits.

Reasonable Adjustments: Changes made to the workplace or working arrangements to remove barriers and ensure disabled employees are not disadvantaged. Examples include adjusted work schedules, assistive technology, and modified job roles.

Accessibility: Ensuring that all individuals, regardless of disability, can access, navigate, and participate in their work environment. This includes physical spaces, digital systems, policies, and communication methods.

Inclusive Design (Universal Design): A design approach that ensures products, spaces, and services are accessible to as many people as possible without the need for additional modifications.

Direct Disability Discrimination: Treating someone unfairly explicitly because of their disability.

Indirect Disability Discrimination: Policies or practices that appear neutral but disadvantage disabled individuals more than others.

Ableism: Discrimination or bias against disabled people, often based on assumptions about ability, competence, or productivity.



Equality Act 2010: Legal Responsibilities

The Equality Act 2010 is the primary legislation in the UK that protects disabled employees from discrimination in the workplace. Under this law, employers have a legal duty to ensure disabled employees are not disadvantaged and to actively remove barriers that may prevent full participation.

Key Employer Responsibilities:

- **Prevent Discrimination:** Employers must not discriminate against disabled employees in recruitment, promotion, pay, or dismissal.
- **Provide Reasonable Adjustments:** Employers must make proactive changes to accommodate disabled employees and job applicants.
- **Ensure Equal Access:** Employers must ensure physical and digital accessibility in the workplace, including meeting platforms, office layouts, and policies.
- **Promote a Culture of Inclusion:** The law encourages proactive disability inclusion rather than just reacting when issues arise.

What Happens if Employers Don't Comply?

Failure to meet these responsibilities can lead to legal action, reputational damage, and financial penalties. More importantly, it can create an exclusionary workplace culture that discourages diversity and innovation.



Myths and Stereotypes

Myths and misconceptions about disability create barriers that prevent meaningful inclusion. Challenging these stereotypes is key to breaking down stigma and creating a more inclusive workplace.

Myth

People with disabilities are less productive.

Fact

Research by Accenture shows that companies actively employing disabled workers outperform others, achieving 28% higher revenue and double the net income.

Myth

Accommodating employees with disabilities is too expensive.

Fact

A study by the Chartered Institute of Personnel and Development (CIPD) found that 75% of employers reported that workplace adjustments cost nothing or were very low-cost. For those that do incur costs, the average one-time expenditure is just £75.

Myth

All disabilities are visible.

Fact

Many disabilities, including mental health conditions, chronic illnesses, and neurodivergence, are invisible. Making assumptions about who is or isn't disabled excludes many employees from receiving support.

Myth

If a disabled person needs an adjustment, they will ask for it.

Fact

A survey by the Business Disability Forum found that 58% of employees said getting the adjustments they needed depended on how confident they were to ask. Many employees fear stigma, so employers must create a culture where people feel safe to request support.

Myth

Providing equal treatment is the same as providing fair treatment.

Fact

Equality means treating everyone the same, but equity means providing different levels of support to ensure equal opportunities. Some employees may need additional resources, flexibility, or accommodations to perform their roles effectively.

Language

Language is a powerful tool in shaping workplace culture and affects perceptions of disability and attitudes towards disabled people. Using inclusive language that respects the dignity and autonomy of individuals with disabilities is essential for creating an inclusive workplace culture.



Respect individual preferences.

Not everyone identifies as disabled. Some prefer “disabled person” (identity-first language), while others prefer “person with a disability” (person-first language). Ask individuals what they prefer.

Avoid outdated or patronising terms.

Terms like “handicapped,” “suffers from,” or “special needs” can be offensive. Instead, use neutral and factual language, such as “wheelchair user” instead of “confined to a wheelchair.”

Do not make assumptions.

Just because someone does not disclose a disability does not mean they do not have one. Many disabilities are invisible, including mental health conditions and chronic illnesses.

Be mindful of everyday language.

Phrases like “falling on deaf ears” or “turning a blind eye” can be exclusionary. While not everyone is offended by these, being conscious of language choices contributes to a more inclusive culture.

Common Missteps and Microaggressions

Even well-intentioned people can reinforce ableism through the language they use. Being aware of microaggressions and language missteps is essential in creating a truly inclusive workplace. If in doubt, listen, learn, and be open to feedback from disabled colleagues.



Here are some common missteps and microaggressions to avoid:

Misstep/Microaggression

Why it's a problem

Inclusive alternative/action

“
You don't look disabled.”

Disability is **not always visible**. Comments like this invalidate lived experiences.

Avoid commenting on whether someone “looks” disabled. Instead, believe people when they disclose.

“
You're so inspiring!”

Framing disabled people as “inspirational” for living their lives reinforces the idea that disability must be overcome.

Only acknowledge achievements that you would equally praise in a non-disabled colleague.

“
What's wrong with you?”

Intrusive questions put people on the spot and imply that disability is a problem to be fixed.

If someone chooses to disclose their condition, **listen with respect, but don't pry.**

Common Missteps and Microaggressions

Here are some common missteps and microaggressions to avoid:

Misstep/Microaggression

Why it's a problem

Inclusive alternative/action

I know someone with [condition] – you should try [solution].

Unsolicited advice assumes that disabled people haven't already explored options or know what's best for them.

Trust disabled people to know what works for them. If they ask for recommendations, share cautiously.

Let me do that for you.

(without asking)

Assuming someone needs help without asking removes their autonomy.

Ask first: "Would you like assistance with that?" If they decline, respect their independence.

Everyone gets anxious/distracted/tired sometimes.

Comparing a disability or health condition to everyday experiences minimises real struggles.

Acknowledge what someone is experiencing without diminishing it. Instead, say: "That sounds really difficult – how can I support you?"

It must be nice to get special treatment.

Reasonable adjustments are not 'special treatment' – they ensure equity.

Recognise that different support levels create fairness, not advantage.

Proactive Inclusion

“ The disability employment rate was **56.2%** in July to September 2022 compared to...

82.5%

for non-disabled people.

Gov.uk, 2022



Physical Accessibility

Ensuring that the workplace is physically accessible is a fundamental part of inclusion. This is not just about compliance with regulations, It's about ensuring that everyone can navigate, participate, and contribute without unnecessary obstacles.

Office Layouts & Facilities

- Step-free access, ramps, and lifts in all areas.
- Accessible toilets with grab rails and sufficient space.
- Clear signage in multiple formats (visual, Braille, and read-aloud).
- Adjustable desks, ergonomic seating, and quiet workspaces.
- Handrails on both sides of staircases for added support.

Sensory Considerations

- Adjustable lighting to accommodate visual sensitivities.
- Noise reduction strategies, such as quiet workspaces or noise-cancelling headphones.
- Flexible seating arrangements for those with sensory sensitivities.
- Designated spaces for food and drink consumption to avoid sensory triggers.

Emergency Accessibility

- Visual and auditory emergency alarms.
- Clear evacuation procedures that consider people with mobility, sensory, and cognitive impairments.
- On-site carry chairs for emergency evacuations.

Proactive Inclusion

Digital Accessibility

In an increasingly hybrid and remote work environment, digital accessibility is just as important as physical accessibility. If digital tools, platforms, and resources are not designed with accessibility in mind, they can exclude disabled employees from participating fully.

Accessible Documents & Communication

- Use clear fonts and adjustable text sizes.
- Avoid PDFs without proper tagging—use accessible Word documents or HTML instead.
- Provide alt text for all images in presentations and documents.
- Use high-contrast colours to improve readability for visually impaired users.



Virtual Meetings & Work Tools

- Ensure that video conferencing platforms are compatible with screen readers.
- Enable closed captions or live transcription for meetings.
- Allow flexible camera use—some neurodivergent employees may find it difficult to have cameras on.
- Provide multiple communication channels (e.g., chat functions, voice messages, email) to accommodate different needs.

Website & Internal Systems

- Ensure company websites and intranets meet WCAG (Web Content Accessibility Guidelines).
- Enable keyboard navigation for employees who cannot use a mouse.
- Provide transcripts for all audio and video content.
- Regularly test digital tools with assistive technology users to identify barriers.

Making workplaces physically and digitally accessible ensures that disabled employees have equal access to information, communication, and workplace participation.

Creating an Accessible Workplace Culture

Physical and digital adjustments are only one part of accessibility. Workplace culture plays a crucial role in making sure employees feel comfortable, included, and supported.



Proactive and Ongoing Inclusion Efforts

Accessibility should be regularly reviewed and improved. Organisations should conduct accessibility audits, gather employee feedback, and continuously refine processes.

Encouraging Openness and Disclosure

Many employees do not feel safe disclosing disabilities due to stigma or fear of discrimination. Creating a psychologically safe workplace means ensuring that employees trust they will be supported if they disclose a condition.

This can be done by:

- Normalising discussions about disability and neurodiversity.
- Ensuring confidential and non-judgemental support for those seeking adjustments.
- Training managers to handle disability disclosures with sensitivity and respect.

Creating an Accessible Workplace Culture

Embedding Accessibility into Policies and Practices

Instead of relying on employees to request adjustments, organisations should embed accessibility into all policies and practices:

- **Inclusive recruitment** – Ensure job descriptions highlight accessibility policies and interview processes accommodate disabled applicants.
- **Accessible onboarding** – Provide flexibility in training methods and ensure new hires have the tools they need from day one.
- **Workplace adjustments policy** – Have a clear and easy-to-access reasonable adjustments policy that does not require employees to go through excessive red tape.



Training and Awareness for All Employees

Creating an inclusive culture requires awareness and education. This means providing training on:

- Disability awareness and unconscious bias.
- How to support disabled colleagues.
- Using inclusive communication.
- Managerial training on implementing reasonable adjustments.



Recognising the Value of Accessibility for Everyone

An accessible workplace does not just benefit disabled employees, it benefits everyone. Accessibility efforts can improve workplace flexibility, productivity, innovation, and overall employee satisfaction.

Reasonable Adjustments

Only

10%

of disabled employees found it easy to secure the adjustments they needed.

Business Disability Forum, 2023

Creating an inclusive workplace involves implementing reasonable adjustments to support disabled employees. These adjustments are changes to the work environment or practices that enable individuals to perform their roles effectively without facing unnecessary barriers.

Understanding Reasonable Adjustments

Reasonable adjustments are modifications or accommodations made to the workplace or working arrangements to prevent disabled employees from being at a disadvantage compared to their non-disabled peers. These adjustments can include:

- **Physical Modifications:** Alterations to the workspace to improve accessibility.
- **Flexible Working Arrangements:** Adjusting work hours or allowing remote work.
- **Assistive Technologies:** Providing tools that aid in job performance.

- **Policy Adjustments:** Modifying procedures to accommodate individual needs.

It's essential to have a clear process for identifying and implementing these adjustments. This process should involve open communication with the employee to understand their specific needs and to identify tailored accommodations. Consulting with occupational health professionals or disability advisors can also ensure that adjustments are effective and reasonable.

Reasonable Adjustments

Legal Framework: The Equality Act 2010

The Equality Act 2010 provides a legal framework to protect individuals from discrimination based on disability. It emphasises the importance of making reasonable adjustments to ensure that disabled employees are not disadvantaged. According to the Act:



Employers must make reasonable adjustments to make sure workers with disabilities, or physical or mental health conditions, are not substantially disadvantaged when doing their jobs.



Gov.uk



Definitions

- **Disability:** Under the Equality Act 2010, disability is defined as a physical or mental impairment that has a 'substantial' and 'long-term' negative effect on one's ability to perform normal daily activities. This includes:
 - **Physical Disabilities:** Conditions that affect mobility, dexterity, or physical function, such as spinal cord injuries, cerebral palsy, or musculoskeletal conditions.
 - **Invisible Disabilities:** Conditions that are not immediately apparent but impact daily life, such as chronic illnesses, autoimmune conditions, or neurological conditions.
 - **Neurodivergence:** A term that describes natural variations in brain function, including ADHD, Autism, Dyspraxia, Dyslexia, Dyscalculia, and Tourette's.
 - **Mental Health Conditions:** Conditions that affect emotional, psychological, or social well-being, such as anxiety, depression, or PTSD.

Reasonable Adjustments

58%

of employees indicated that obtaining adjustments depended on their own assertiveness and confidence in requesting support.



Business Disability Forum, 2023

Reasonable adjustments are changes made to the workplace or working arrangements to accommodate the needs of disabled employees.

These adjustments may include physical modifications to the workspace, flexible working arrangements, provision of assistive technologies, or adjustments to policies and procedures.

It's essential to have a clear process for identifying and implementing reasonable adjustments for disabled employees. This process should involve open communication with the employee to understand their specific needs and identify tailored and appropriate accommodations.

If necessary, consult with occupational health professionals or disability advisors to ensure that adjustments are effective and reasonable.

Equality vs Equity

It's crucial to distinguish between equality and equity:

- **Equality:** Treating everyone the same, regardless of individual differences.
- **Equity:** Providing varying levels of support based on individual needs to achieve fair outcomes.

Achieving equity may require different treatment to ensure fairness. For instance, while equality aims to treat everyone the same, equity recognises that individuals may require different levels of support to achieve equal outcomes.

Examples of Reasonable Adjustments

“**80%**”

employees said their adjustments have helped them stay in their job and help them be more productive.”

Reasonable adjustments can be implemented at any stage of an individual's relationship with the organisation, including during recruitment, interactions with external stakeholders, or workplace events.

Examples include:



Flexible Working Hours

Adjusting start and end times to accommodate medical appointments.



Remote Work Options

Allowing work from home to reduce commuting challenges.



Multiple Application Mediums

Accepting job applications in various formats, such as written, audio, or video.



Assistive Technologies

Providing ergonomic equipment or software aids.



Quiet Spaces

Designating areas free from noise and distractions.



Training & Coaching

Offering additional support to enhance job performance.



Physical Space Alterations

Modifying layouts to improve accessibility.



Process Modifications

Changing work processes to better suit individual needs.

Reasonable vs. Unreasonable Adjustments

When assessing whether an adjustment is reasonable, consider factors such as:

- ? **The specific requirements of the disabled staff member.**
- ? **The size and capabilities of the organisation.**
- ? **The potential effects on operations and other staff.**



While flexibility and creativity are important, adjustments that impose a disproportionate burden on the organisation or remove core aspects of a role may be considered unreasonable. For example, delegating essential administrative tasks from an administrative support role would not typically be reasonable.

Embracing 'Due Regard'

The concept of 'due regard' is central to the Equality Act 2010. It highlights the obligation of organisations to actively consider the diverse needs of disabled individuals in all decision-making processes.

A proactive approach includes:

- Regularly evaluating policies and procedures to identify potential discrimination.
- Embedding inclusivity into the culture beyond compliance with legal requirements.
- Providing regular training and awareness sessions to increase understanding of diverse needs within the workforce.

Collaboration and Person-centred Approaches



“
56%

of disabled employees reported that workplace barriers remained even after adjustments were made.

Business Disability Forum, 2023”

Recognising Individuality

Recognising that each individual's experience of disability is unique is essential. A person-centred approach involves:

- Engaging in open, transparent discussions to understand specific challenges and needs.
- Collaboratively involving the disabled employee in identifying effective adjustments and decision-making.
- Empowering a sense of trust and ownership in the adjustment process.

Workplace Accessibility Checklist

This checklist is designed to help you create an accessible working environment for all employees. The tables are divided into two main sections: Virtual Environment and Physical Environment. Each table includes considerations to ensure accessibility, along with columns to track and manage these considerations.



Guidance

1 Considerations

This column lists specific accessibility considerations. Each consideration includes a brief explanation of its importance from an accessibility perspective. Understanding the importance of each consideration helps the user to prioritise accessibility measures and ensure that extensive aspects of the environment are considered.

2 Yes / No / N/A

These columns indicate whether the current environment meets the specified consideration. "Yes" means the consideration is met, "No" means it is not met, and "N/A" (Not Applicable) means the consideration does not apply in the specific context.

Tracking whether each consideration is met helps identify areas needing improvement and acknowledges areas where accessibility is already achieved or not required.

Workplace Accessibility Checklist

Guidance

3 Comments & Actions

This column provides space to describe the current status of accessibility or inaccessibility regarding the consideration. This includes suggested mitigations or actions to address inaccessibility and offers an opportunity to justify why specific issues might not be addressed (e.g., lack of resources).

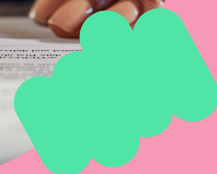
Detailed comments and actions ensure clear communication about the status of accessibility efforts. This helps in planning and implementing necessary changes and justifying why some considerations might not be addressed.

Comments may also include key stakeholders involved in taking actions forward, required data collection, barriers, and timeframes. It is already achieved or not required.

4 Responsible Party

This column identifies the role, individual, or team responsible for completing any suggested actions.

Assigning responsibility ensures accountability and clarity about who is in charge of making improvements or maintaining accessibility standards.



Checklist

Virtual & Digital Environment

Resource Design Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Typography - Ensuring font and text size can be adjusted to accommodate visual impairments.					
PDFs – Apply accurate ‘tagging’ to all PDFs to ensure legibility.					
Contrasting Colours - Use high-contrast colours for text and accompanying backgrounds to improve readability for users with visual impairments.					
Screen Readers - Compatibility with screen readers ensures accessibility for visually impaired users.					
Alternative Text - Providing alt text for images helps users who rely on screen readers understand the content.					
Resource Headings —Using headings and subheadings helps readers and their assistive technology break down content to be more manageable and aids quick document navigation.					

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Checklist

Resource Design Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Closed Captions on Videos - Adding captions to videos ensures accessibility for deaf employees and those with hearing loss.					

Meeting Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Process for Checking Attendees' Access Needs - Establish a procedure for checking and accommodating the accessibility needs of all meeting attendees in advance.					
Accessible Meeting Platforms - Ensure meeting platforms are compatible with assistive technologies like screen readers and audio amplification devices.					
Real-time Captioning - Provide real-time captioning services for all virtual meetings.					
Transcript Availability - Make transcripts available for all recorded meetings for reference and accessibility.					

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Checklist

Website Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Screen Reader Compatibility - Ensure the website is fully compatible with screen readers.					
Alt Text for Images - Provide descriptive alt text for all images to aid visually impaired users.					
Keyboard Access - Allow full website navigation using a keyboard to accommodate users with motor disabilities.					
Time Limit Extensions – Allow easy access to extensions on time limits for viewing pages or downloading resources to assist users who need more time					
Accessibility Checker for Downloadable Content - Use an accessibility checker to ensure all downloadable content is accessible.					
Contrasting Colours - Use high-contrast colours to improve readability for visually impaired users					
Captions on Videos - Ensure all videos on the website have captions for deaf users or those with hearing loss.					

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Checklist

Physical Environment

Physical Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Lighting Control - Ensure adjustable lighting to meet the needs of employees with various visual impairments or sensitivities.					
Temperature Control - Provide adjustable temperature settings to accommodate different comfort needs.					
Induction Loops - Fit induction loops in communal areas, meeting spaces, and reception to assist those with hearing aids.					
Accessible Toilet Facilities - Ensure toilets are equipped with grab rails, reachable utilities, and sufficient space for maneuvering.					
Easily Reachable Controls and Fixtures - Ensure all controls, fixtures, and emergency systems are reachable from all levels, including from seated positions.					
Emergency Systems - Provide visual and auditory emergency alarms to accommodate all employees, including those with hearing or visual impairments.					

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Checklist

Physical Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Spacing of Workspaces, Meeting Rooms, Communal Spaces, and Toilet Facilities - Ensure enough space to accommodate wheelchairs and mobility devices.					
Accessible Reception Points - Make reception points accessible for both standing and seated individuals.					
Quiet Working Spaces - Provide quiet working spaces for employees who need a low-stimulation environment.					
Stimulation Spaces - Designate areas with controlled auditory, visual, and other stimulation for employees who may benefit from such environments.					
Designated Areas for Food and Drink Consumption – The sensory experience of crumbs and drink residue can be overstimulating and distressing for some					
Office Hazards Risk Assessment - Conduct regular risk assessments to identify and mitigate potential hazards					

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Checklist

Physical Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Height of Utilities and Furniture - Ensure utilities and furniture, such as sinks, chairs, and desks, are at accessible heights.					
On-site Carry Chairs - Ensure all internal and external routes, including emergency exits, are step-free.					
Lighting of Ramps and Steps - Ensure ramps, slopes, and steps are well-lit for safety.					
Handrails of Both Sides of Steps – for added support.					
Ergonomic Support - Provide ergonomic furniture and tools to support employees' physical well-being.					
Reserved Accessible Parking - Ensure there are reserved accessible parking spots close to the entrance.					
Automatic Doors - Install automatic doors for all employees to have easy access.					

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Checklist

Physical Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Delayed Closure Doors - Ensure doors have a delayed closure action to allow sufficient time for individuals with mobility differences to pass through.					
Visual, Brail, and Read-aloud Information - Provide information in multiple formats, including visual, Braille, and read-aloud options, for lifts, navigation signs, and displays.					

Logistical and Operative

Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Disability Inclusion Policies – Create internal policies to support and protect disabled employees from discrimination. Ensure they are widely communicated and easily accessible.					
Accessible Transportation - Ensure company-provided transportation or travel reimbursements accommodate employees with disabilities (e.g., accessible vehicles, booking assistance).					

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Checklist

Logistical Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
<p>Remote Work Options - Provide remote work options for employees who may have difficulty commuting or require a home-based setup to obtain equitable access to the workplace.</p>					
<p>Workplace Evacuation Plan - Develop and communicate an inclusive evacuation plan that considers the needs of employees with mobility, sensory, or cognitive impairments.</p>					
<p>Flexible Work Schedules - Offer flexible working hours to accommodate employees needing to manage health conditions or attend medical appointments.</p>					
<p>Accessible Accommodation - Ensure all accommodation arrangements, including hotels, are accessible to all staff during work-related trips.</p>					
<p>Accessible Event Planning - Ensure that all company events, including off-site gatherings, are accessible to all employees (e.g., venues with ramps, quiet rooms, and interpreters available).</p>					

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Checklist

Logistical Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
<p>Accessible Equipment and Tools - Ensure that specialised equipment (e.g., ergonomic chairs and keyboards, screen magnifiers) are available, clear, and easy to request.</p>					
<p>Training and Development Programs – Ensure that all staff are sufficiently trained to understand disability inclusion. Including, legal duties, communication, reasonable adjustments, and access requirements.</p>					
<p>Accessible Feedback Mechanisms - Provide accessible channels and mediums for employees to provide feedback or raise concerns (e.g., anonymous surveys, and suggestion boxes in multiple accessible locations).</p>					
<p>Inclusive Hiring and Onboarding Processes - Ensure that recruitment and onboarding processes are inclusive, with accommodations provided during interviews, assessments, and training.</p>					
<p>Accessible Inventory and Supply Management - Ensure inventory and supply management systems accommodate employees with disabilities (e.g., accessible storage locations, online ordering options).</p>					

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Logistical Considerations	Yes	No	N/A	Comments & Actions	Responsible Party
Emergency Response Training - Provide regular training on emergency response protocols that are inclusive of employees with disabilities.					
Inclusive Supply Chain Practices - Implement inclusive practices throughout the supply chain, ensuring that all vendors and partners meet accessibility standards					



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Signposting Helpful Resources

For organisations and employees seeking guidance on workplace accessibility, reasonable adjustments, and disability inclusion, the following resources provide practical support, legal guidance, and best practices:

1 For Employers and HR Teams

BDF

[Business Disability Forum \(BDF\)](#)

A membership organisation offering guidance, case studies, and consultancy to help businesses improve disability inclusion.

ACAS

Advisory, Conciliation and Arbitration Service (ACAS)

[Reasonable Adjustments at Work](#)

Provides **legal guidance, employer training, and practical advice** on reasonable adjustments and workplace accessibility.

enei

[Employers' Network for Equality & Inclusion \(enei\)](#)

Supports employers in embedding **inclusive workplace practices** through training, policy support, and assessments.

Gov.uk

Access to Work Scheme (DWP – Gov.uk)

[Apply for Access to Work](#)

Government funding for workplace adjustments, including assistive technology, mental health support, and travel costs.

HSE

Health and Safety Executive (HSE)

[Disability at Work](#)

Advice on **health and safety duties, reasonable adjustments, and risk assessments** for disabled employees.



Signposting Helpful Resources

2 For Employees Seeking Workplace Adjustments

Scope

Scope – Disability Employment Support

[Scope: Work & Careers](#)

A charity offering **employment support, advice on workplace rights, and help with reasonable adjustments.**

Rights

Disability Rights UK

[Disability Rights UK: Work and Careers](#)

Provides guidance on **employment rights, workplace discrimination, and support services.**

Reemploy

Reemploy – Workplace Support for Disabled Employees

[Reemploy: Workplace Support](#)

Supports employees in **securing reasonable adjustments, mental health support, and workplace mediation.**

Advice

Citizens Advice – Disability Discrimination at Work

[Citizens Advice: Workplace Discrimination](#)

Explains **legal protections under the Equality Act 2010** and how to challenge discrimination.

Mind

Mind – Mental Health and Reasonable Adjustments

[Mind: Workplace Wellbeing Support](#)

Guidance on **reasonable adjustments for mental health conditions**, flexible working, and disclosing disabilities.



Signposting Helpful Resources

3 Accessibility & Digital Inclusion

WCAG

Scope – Disability Employment Support

[WCAG 2.2 Guidelines](#)

Standards for making websites and digital content accessible for all users, including those using assistive technology.

AbilityNet

AbilityNet – Digital Accessibility Advice

[AbilityNet](#)

Helps organisations create **accessible digital products and workplaces**.

Gov.uk

Government Digital Service – Accessibility Guidance

[Make Your Service Accessible](#)

UK Government's best practice **accessibility guidelines** for public and private sector digital content.

4 Further Reading & Reports

BDF

The Great Big Workplace Adjustments Survey (2023) – Business Disability Forum

[Read the report](#)

The latest data on **how well UK employers are providing reasonable adjustments**.

Review

The Parker Review (2023) – Diversity in UK Business Leadership

[Read the Parker Review](#)

A government-backed review of **diversity, inclusion, and leadership representation in the UK workforce**.

CIPD

CIPD – Disability Inclusion at Work Guide

[CIPD: Inclusion in the Workplace Guide](#)

HR-focused guidance on **making workplaces more accessible and embedding disability inclusion**.

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